



U.S. EMBASSY BRIDGETOWN, BARBADOS VACANCY ANNOUNCEMENT

No.012/13N

DATE: May 30, 2013
OPEN TO: All Interested Candidates
FROM: Jeremy M. Neitzke, Management Counselor
POSITION: **Public Affairs Specialist (Media), PAS, FSN-10/1;FP-05/5**
OPENING DATE: May 30, 2013
CLOSING DATE: June 13, 2013
WORK HOURS: Full Time; 40 hours/week
SALARY: * Ordinarily Resident:
(Position Grade: FSN-10/1 (BDS\$110,825.00) p.a.; (Starting Salary)
*Not-Ordinarily Resident:
(Position Grade: FP-05/5 (US\$56,323.00) p.a.; (Starting Salary)

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bridgetown is seeking an individual for the position of Public Affairs Specialist (Media), in the Public Affairs Office.

Basic Function of Position:

As principal assistant to the Public Affairs Officer for media, the PA Specialist (Media) is responsible for planning and executing information programs at a post with two American officers and six Locally Employed Staff (LE Staff) covering the seven Eastern Caribbean islands. The incumbent supervises the Social Media Specialist, and works closely with media owners, senior managers and their staffs to ensure optimum placement of materials as well as the provision of media coverage for U. S. Government policies, Public Affairs Section (PAS) programs and official events. The PA Specialist (Media) also advises and assists the PAO with selection and programming of U.S. Speakers and specialists.

Qualifications Required:

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact (Human Resources Office, Telephone number 227-4342).

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. A University degree in International Relations, Journalism, Social Sciences or related fields is required.
2. Four to six years of progressively responsible experience in informational media activities, journalism, marketing, university teaching or related fields is required.
3. English proficiency level IV (reading, writing and speaking English) is required.
4. Extensive knowledge of Eastern Caribbean political, economic, social, educational and cultural structures, institutions and target audiences, political parties, cultural and social movements and historical development is required.
Thorough knowledge of U.S. foreign policy, Embassy objectives and programs across the Eastern Caribbean, as well as the Department of State's educational, exchange and information programs and of U.S. society is required.
Extensive knowledge of the media environment across the Caribbean is required.
5. Ability to work effectively both independently and as part of the Public Affairs team, and to work across sections within the Embassy to plan, coordinate, and carry out a sophisticated multimedia press strategy to support U.S. foreign policy objectives using professional contacts, traditional and new media, and other public diplomacy tools.
6. Ability to analyze current political, social and media trends and advise on appropriate proactive and reactive response at a high level.
Ability to develop and nurture contacts among high-level government officials, and representatives in media, NGO, business, academic and cultural fields.
7. Must have excellent writing skills to prepare effective and polished speeches, reports, press releases, articles and correspondence for the Ambassador, PAO and other officials.
Good computer skills required: MS Word, MS Excel, Power Point, SharePoint and social media to include Facebook, Twitter and blog sites.
Ability to use photographic equipment and software programs for digital image manipulation, e.g. Adobe Photoshop, Windows Movie Maker, iPhoto, iMovie.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (EFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position **must** submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (Form DS-174);
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO EITHER:

BridgetownHR@state.gov

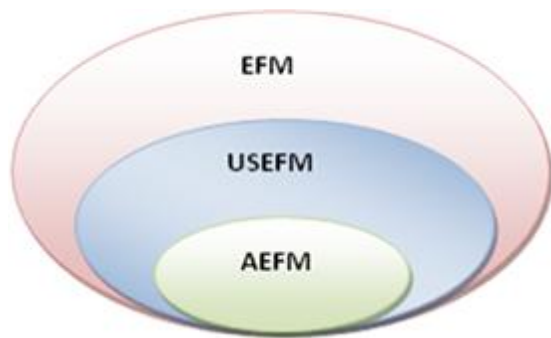
APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS

June 13, 2013

The U.S. Mission in Bridgetown provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- *Is a U.S. citizen; and*

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- *Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and*
- *Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.*
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- K. If applying for position that includes driving a U.S. Government vehicle,
Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S.
Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

Drafted: CRivera, HR

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